PTAB BAR ASSOCIATION SPONSOR AND EXHIBITOR POLICY

By confirming your participation as a sponsor or exhibitor for PTAB Bar Association, you acknowledge and agree to the following:

1. Sponsor Logo
    - All sponsorship opportunities include logo recognition as a valuable sponsor benefit.
    - By executing the Sponsorship Commitment Form, you conset to the use of your logo as prescribed in the event prospectus.
2. Payment Policy:
    - Authorized signature signifies commitment to pay for all opportunities as stipulated herein.
    - All requests are final.
    - Full payment is due within THIRTY DAYS of signing the sponsor agreement in order to receive benefits and recognition.
    - Payment must be made in U.S. dollars drawn on a U.S. Bank.
    - Logo recognition as a sponsor will be included in promotional materials upon receipt of a signed agreement.
3. Payment Refund Policy:
    - Once a sponsorship or exhibit opportunity is confirmed upon execution of the sponsor agreement, it is considered final and non-refundable.
    - This policy ensures the integrity of our planning and financial commitments.
    - This policy is applicable under all circumstances.
4. Event Changes:
    - The event organizers reserve the right to make any necessary changes to the event program, schedule, or venue. In such cases, sponsors and exhibitors will not be entitled to any refund or compensation.
5. Conference Activity Approval/Event Disclosure:
    - To maintain the programming integrity of the conference, it is requested that any conference activities planned during conference hours by exhibitors and sponsors that involve conference attendees be approved in advance by PTAB Bar Association show management.
    - Conference Hours for the 2026 Thought Leader Summit are 1pm-6pmET.

PLEASE NOTE: PTAB Bar Association's ability to deliver on certain elements of the recognition and benefits are based on the date of commitment of your sponsorship opportunity. Please verify reservation deadlines when submitting your paperwork.

By proceeding with your contract and payment, you confirm that you have read, understand, and agree to abide by this cancellation and no refund policy.

For any questions or concerns, please contact Senior Manager,
LaTrese Wallace at latrese.wallace-ptab@mci-group.com

2026 PTAB Bar Association Thought Leader Summit Sponsorship Commitment Form

Company Name as it should appear on conference material: _____

Primary Contact Name: _____

Title: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

E-Mail Address: _____

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Sponsorship Opportunity: _____

Amount of Sponsorship: _____

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Payment must be received in full prior to delivery of all benefits.

Payment by credit card or wire transfer is preferred

- **Credit card Payment:** A link for payment online with a credit card can be provided upon request

- **Wire Transfer Payment:**
  City National Bank
  2001 M Street, NW
  Washington, DC 20036
  Account Name: PTAB Bar Association
  Account Number: 166036453
  Routing Number: 122016066

  This ACH information will not change. If you receive notice that it has changed, please contact the PTAB Bar Association for verification.

- **Payment by Check:** If payment by check is necessary, please contact Karen Wrublik, karen.wrublik@wearemci.com

Signature: _____

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The PTAB Bar Association is a 501(c)(6) organization. The cost of your sponsorship is not deductible as a charitable contribution. They may be deductible as a business expense, but you should check with your tax provider for specific guidance based on your individual circumstances. Funds will not be used for lobbying activities.